

A.D. 8.6, Credentials for Health Service Staff
Prepared for signature 7/14/99 - Effective 8/16/99

1. Policy. The Department of Correction shall ensure that all health services are provided by personnel with appropriate education, training, license, registration and other applicable credentials, which meet certification requirements.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81 and 89-433.
 - B. Regulation of Connecticut State Agencies, 18-81-10a.
 - C. Doe vs. Meachum, Civil Action No. H-88-562 (PCD), November 2, 1990.
 - D. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standard 3-4334.
 - E. American Correctional Association, Adult Local Detention Facilities, Third Edition 1991, Standard 3-ALDF-4E-09.
 - F. National Commission on Correctional Health Care, Standards for Health Services in Prisons, 1992, Standards P-18, P-21, P-22, P-24.
 - G. National Commission on Correctional Health Care, Standards for Health Services in Jails, 1992, Standards J-17, J-21, J-22, J-24.
 - H. Administrative Directive 2.7, Training and Staff Development.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Credentialing. A process by which qualifications including licensing, certification, registration, education and training of health care providers are verified prior to employment and annually thereafter, as appropriate.
 - B. First Aid Training. Instruction in first-responder emergency medical aid to a victim of injury or serious illness.
 - C. Health Services Staff. Any staff person employed by the Department of Correction, or the Department of Correction's provider for health services, on a part time, contractual, or full time basis whose primary responsibility is to provide health services to inmates remanded to the care and custody of the Commissioner of Correction. Any student intern or volunteer under the supervision and direction of health services shall be considered health services staff.
 - D. Health Trained Staff Member. A staff member who is not licensed as a registered health care provider, but has been trained to provide designated health service under the supervision of a licensed health provider.
4. Credentialing. All health care shall be provided by personnel who have been appropriately trained and educated and who shall maintain licensure, registration or other applicable credentials as required.
 - A. Valid and current credentials shall be maintained in the provider's personnel file for each employee and subcontractor providing health services in the Department of Correction.
 - B. Staff duties and responsibilities shall be governed by written job

descriptions. Prior to hiring, the Health Service provider's recruitment unit shall verify validity of licensure required within the State of Connecticut.

- C. The Department of Correction shall require and provide specified minimum annual training for each provider's health services staff member, in accordance with Administrative Directive 2.7, Training and Staff Development.
5. Special Certifications. Appropriate health service staff members shall satisfy all requirements necessary to obtain and maintain a certificate(s) of proficiency in specific programs. At a minimum such certifications shall include:
- A. HIV/AIDS Instructor Certification. Staff who provide HIV/AIDS education and Blood Borne Pathogen training shall successfully complete an HIV/AIDS and Blood Borne Pathogen "Train the Trainer" workshop to develop expertise. Certification shall be maintained on a two (2) year basis.
 - 1. HIV/AIDS and Blood Borne Pathogen instructors shall teach pre-service and/or in-service classes annually to maintain skills and recertification.
 - 2. HIV/AIDS and Blood Borne Pathogen instructors shall receive new information on a regular basis by attending seminars or by receiving updated materials.
 - B. Medication Administration Certification. All unlicensed health services staff who administer medication to inmates shall successfully complete the authorized Medication Administration Certification Curriculum in accordance with State of Connecticut law and Regulation of Connecticut State Agencies 18-81-10a.
 - 1. The initial certification program shall consist of five (5) days of classroom instruction that shall include, but not be limited to, the right patient, the right medication, the right dose, the right route, the right time, and the right documentation.
 - 2. Proficiency of medication administration skills shall be demonstrated by passing a written examination, by demonstrating 100 percent (100%) accuracy in medication administration through a laboratory practicum and by a 100 percent (100%) accuracy in medication administration through an on-site practicum supervised by a Registered Nurse.
 - 3. Certification shall be valid for a two (2) year period.
6. Students and Interns. The Department may utilize a qualified student or intern for designated Health Services functions, as approved by the Director of Health Services or designee. The delivery of health care by a student or intern in a Department facility shall be under direct supervision by qualified Health Services staff.
7. Exceptions. Any exception to the procedures in this Administrative Directive requires prior written approval from the Commissioner.